



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Canc: Jun 99  
IN REPLY REFER TO  
OPNAVNOTE 1530  
Ser N7/8U637220  
01 JUN 1998

### OPNAV NOTICE 1530

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: ENLISTED COMMISSIONING PROGRAM (ECP) FY99

Ref: (a) MILPERSMAN 1020355  
(b) OPNAVINST 1160.6A  
(c) OPNAVINST 1560.9  
(d) BUPERS 1780.1  
(e) OPNAVINST 1120.2C  
(f) MILPERSMAN 1020100  
(g) OPNAVINST 6110.1E  
(h) CNET P1533/3 (Rev. 11-93)

Encl: (1) List of NROTC Host Universities by State  
(2) Sample ECP Application Letter  
(3) Brief Sheet (Detach and use as appropriate, then destroy)

1. Purpose. To solicit applications for the FY99 Enlisted Commissioning Program (ECP), reference (a), and to publicize current eligibility requirements and application procedures.

### 2. Background

a. ECP provides a full-time opportunity to complete requirements for a baccalaureate degree and earn a commission, and is open to all eligible active duty Navy enlisted personnel. ECP is an undergraduate education program which provides an excellent opportunity for outstanding active duty enlisted personnel in the Navy or Naval Reserve, who have previous college credit (but less than a baccalaureate degree), to earn a commission in the Unrestricted Line (URL) or Civil Engineer Corps (CEC). Selectees will be ordered to a Naval Reserve Officers Training Corps (NROTC) host university on a Permanent Change of Station (PCS) basis. Basic ECP, CEC-ECP, and Aviation Option candidates will attend the Naval Science Institute (NSI) at Newport, RI en route to their host universities for an intensive

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6-1/2 weeks academic and physical training program. Nuclear Option candidates do not attend NSI but will attend Officer Candidate School (OCS) after graduation.

b. ECP students receive full pay and allowances for their enlisted pay grades and are eligible for advancement. It is highly recommended that all requirements for the next advancement exam be completed prior to detaching from present command. Entitlement to the Selective Reenlistment Bonus (SRB) is as specified in reference (b). All special duty assignment pay ceases upon transfer to NSI or the NROTC host university.

c. Tuition, fees, books, and other expenses incurred while participating in ECP will be paid by the student. ECP students are not eligible for tuition assistance under the Navy's Tuition Assistance Program specified in reference (c). Eligible students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits. Questions regarding use of MGIB benefits should be directed to the Veterans Administration Regional Office. Eligibility requirements for VEAP and MGIB educational benefits are delineated in reference (d).

d. Selectees are required to complete degree requirements for non-technical degrees in not more than 30 calendar months, or technical degrees in not more than 36 calendar months, attending school on a full-time, year-round basis beginning fall 1999. A technical degree is defined as: Mathematics, Physics, any of the Engineering disciplines, or any of the hard sciences (e.g., Chemistry, Bio-Chemistry, Physical Science, and Oceanography). A non-technical degree is any other degree program applicable to URL. Advanced academic standing may be granted at the discretion of the individual university; however, students so advanced will be expected to complete degree requirements in a proportionately reduced period of time. If disenrolled from ECP at any time, students will be issued PCS orders to new assignments to complete their remaining enlisted active duty obligations.

e. In addition to the basic ECP, there are three options available to specific target groups. These are:

(1) ECP-Nuclear Option (NECP). Because of the high priority of nuclear officer recruiting, a specific number of seats are reserved for enlisted personnel in the nuclear power training pipeline. Only applicants who are currently enrolled in Naval Nuclear Power School (NAVNUWRSCOL) or Naval Nuclear Power Training Unit (NAVNUWRTRAU), or assigned to NAVNUWRTRAU as staff pickup instructors or sea returnee instructors, are eligible to apply for this option. Additional eligibility requirements for the NECP will be issued to the Commanding Officers of NAVNUWRSCOL and NAVNUWRTRAUs by the Nuclear Propulsion Programs Management Division, Bureau of Naval Personnel (BUPERS). Applications for the NECP should be made

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to the Nuclear Propulsion Programs Management Division, BUPERS (Pers-243), Washington, DC 20370-2000, via the Commanding Officer, NAVNUPWRSCOL, or Commanding Officer, NAVNUPWRTRAU.

(2) ECP-Civil Engineer Corps Option (ECP-CEC). This option is available only for active duty enlisted personnel of occupational field 13 (Seabees). Applicants from other occupational fields will not be considered for the ECP-CEC. In addition to standard ECP eligibility criteria, ECP-CEC selectees must complete an Accreditation Board for Engineering and Technology (ABET) engineering degree or National Architectural Accrediting Board (NAAB) architecture degree within 36 months of starting ECP studies. Applications for the ECP-CEC Option should be mailed via the applicant's commanding officer directly to the CEC Officer Community Manager, BUPERS (Pers-211K), 2 Navy Annex, Washington, DC 20370-2000.

(3) ECP-Aviation Option (AECP). While the basic ECP will continue to provide the opportunity for pilot designation as well as other URL designators, graduates of AECP will be designated solely as Student Naval Aviators (Pilots) (Designator 1395). All eligibility and application requirements listed in paragraphs 3 and 4 of this notice must be fulfilled. In addition, AECP applicants must complete the following:

(a) A Student Naval Aviator flight physical examination with cycloplegic eye refraction.

(b) Achieve a score of "4" each on the Pilot Flight Aptitude Rating (PFAR) and the Pilot Background Inventory (PBI) portions of the Aviation Selection Test Battery (ASTB). The report of ASTB scores will be enclosed in the application at enclosure (5) along with the Scholastic Aptitude Test (SAT) scores. The ASTB can be taken at NROTC units or local recruiting stations. In addition, Command Security Officers can obtain the exams by requesting them from the Naval Operational Medicine Institute (Code 41), Pensacola, Florida. The request can be by telephone, FAX, letter, or message. Telephone: DSN 922-2187 (FAX DSN 922-2144) or commercial (850) 452-2187 (FAX (850) 452-2144). Message PLA address: NAVOPMEDINST PENSACOLA FL//41//. The e-mail address is: code413@opmed1.med.navy.mil.

(c) If selected for AECP, eligibility must be maintained at the university at which matriculated. To ensure that requirements to become a Student Naval Aviator are understood, a Page 13 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to AECP as follows:

"I understand that I have been selected for the Aviation Enlisted Commissioning Program (AECP), and that, upon graduation from my assigned university, I will be commissioned as a Student Naval Aviator (SNA) and be ordered to the Aviation Pre-Flight

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Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida, provided the following is accomplished at the university to which assigned:

(1) NROTC professional, physical, and academic standards for midshipmen and officer candidates are maintained;

(2) Completion of a basic Physics class, e.g., Introduction to Physics, if a more advanced Physics is not required by my degree program;

(3) Achieve a score of "3" or better on the Academic Qualification Rating (AQR) portion of the Aviation Selection Test Battery prior to beginning my senior year; and

(4) Be certified physically qualified for commissioning as a Student Naval Aviator by the Naval Aerospace and Operational Medical Institute within 18 months of commissioning."

f. Except for the Nuclear Option, ECP is available at all NROTC host universities. Matriculation at crosstown universities will be considered on a case-by-case basis. (Eligible host universities are listed in enclosure (1)). See paragraph 5d of this notice for assignment, application and admissions information. The NECP is available only at the following:

- (1) University of Arizona
- (2) Auburn University
- (3) University of Idaho
- (4) University of Illinois
- (5) University of Kansas
- (6) University of New Mexico
- (7) North Carolina State University
- (8) Oregon State University
- (9) Pennsylvania State University
- (10) University of Texas
- (11) University of Washington
- (12) University of Wisconsin

### 3. Eligibility Requirements

a. Be a citizen of the United States. Waivers will not be considered.

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b. Be on active duty as an enlisted member of the Navy, Naval Reserve, or Training and Administration of Reserves (TAR) and have completed at least 4 years of service as of 1 September 1999. (Prior active duty in other services will count.) Waivers will be considered for up to 6 months of the minimum time-in-service requirement. Applicants not meeting the minimum time-in-service requirement are encouraged to investigate the NROTC Scholarship program. (Applicants for the NECP must meet the criteria in paragraph 2e(1) of this notice.)

c. Have completed sufficient undergraduate course work no later than 4 December 1998 (final grade report deadline) to complete requirements for a non-technical degree in 30 months or a technical degree in 36 months. Applicants who pursue non-technical degrees must have 45 fully transferable semester hours of earned credit. Applicants who pursue technical degrees must have 30 fully transferable semester hours of earned credit. Multiply quarter hours by .67 to convert to semester hours. Waivers for insufficient credits will not be granted. A transferable credit must have a grade of "C" or better. A "pass/fail" or "SAT" grade is not acceptable. Only traditional credits obtained through regionally accredited colleges or universities are considered fully transferable. Non-traditional credits earned (military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than PACE, etc.) are not considered fully transferable credits for the purpose of qualifying for this program. After entry into ECP, non-traditional credits should be utilized to obtain advanced academic standing to the maximum extent permitted by the university in which enrolled. Normally, credits obtained from foreign institutes are accepted; however, not all are considered fully transferable.

NOTE: ECP is designed to provide highly qualified individuals who have not yet earned their baccalaureate degrees the opportunity to complete their degrees and earn commissions as naval officers. Individuals who have already obtained their baccalaureate degrees will not be considered for the ECP. Individuals with baccalaureate degrees should apply directly for admission to OCS under reference (e).

d. Age Requirements

(1) For basic ECP, be at least 22 years of age by 1 November 1998 and able to complete degree requirements and be commissioned prior to 31st birthday. Waivers will not be considered. An applicant who would reach his/her 31st birthday prior to completing the normal 30 or 36-month ECP tour should strengthen his/her application by including a degree plan from his/her chosen university which indicates graduation and commissioning is possible under this restriction.

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(2) Basic ECP candidates desiring nuclear propulsion training upon graduation must not have passed their 27th birthday at commissioning. A waiver for such candidates is available on a case-by-case basis up to the 31st birthday.

(3) Per reference (f), ECP-CEC candidates must be commissioned prior to their 35th birthday.

(4) NECP candidates must not have passed their 26th birthday at commissioning for students and staff pickup instructors, and 31st birthday at commissioning for sea returnee staff instructors.

(5) AECP candidates must be commissioned prior to 27th birthday. An age waiver is available on a case-by-case basis prior to the 29th birthday.

e. Have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale (GPA is based on grades for all courses taken). Waivers will be considered for those applicants who are academically capable of earning baccalaureate degrees and who show potential for successful careers as commissioned officers.

f. Have a certified copy of Scholastic Aptitude Test (SAT) or American College Test (ACT) scores from a test taken on or after 1 January 1996. Although no minimum score is required, successful applicants with less than 950 SAT (math and verbal) or 44 ACT (math and English) may be limited in choice of university due to admission requirements. (Applicants for the NECP are required to provide SAT scores. ACT scores will not be accepted.)

g. Meet physical standards for appointment in the URL (or CEC) as prescribed in the Manual of the Medical Department and the physical fitness standards as prescribed in reference (g). AECP candidates must complete flight physical examinations, including cycloplegic eye refractions. Applicants must keep Chief of Naval Education and Training (CNET) (OTE5) advised of any significant changes to physical status, e.g., broken bones, surgery, pregnancy, etc., which occur after the physical examination is completed.

h. Have no record of courts-martial convictions or civilian felony convictions. Have no record of driving while intoxicated (DWI) or driving under the influence (DUI) within the 2 years preceding 1 November 1998. Have no record of disciplinary action under Article 15, Uniform Code of Military Justice (UCMJ), or conviction by civil court for misdemeanors (except minor traffic violations) during the 2 years preceding 1 November 1998. (A fine of \$300.00 or less, exclusive of court charges, is considered minor.) Any substantiated alcohol related incident while in an enlisted status is considered an aspect of an individual's performance and judgment and will be considered when assessing future leadership potential. Therefore, all DUI/DWI offenses

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perpetrated at any time while on active duty shall be included on OPNAV 1530/3 notwithstanding the 2-year limitation requirement for reporting other such misdemeanors. Applicants who are alcohol dependent must have successfully completed the appropriate regimen of treatment and education in accordance with OPNAVINST 5350.4B and have remained alcohol free for the period of 2 years preceding 1 November 1998.

NOTE: Although not a specific requirement, warfare qualification will receive strong consideration as an indicator of the member's motivation and initiative.

i. Be recommended by the commanding officer (CO).

j. Eligibility requirements of this paragraph must be maintained during the application period and during participation in the program.

#### 4. Application Procedures

a. ECP applicants must complete and submit application letters, using the format provided at enclosure (2), via their commanding officers to reach the appropriate agencies no later than 1 November 1998 to ensure complete screening and processing prior to convening of the selection board. Applications received after 1 November 1998 will not be considered unless the commanding officer's endorsement provides a compelling reason therefore. Deployment, in and of itself, is not justification for a lack of advance planning or expeditious handling.

(1) The application is to be affixed on the right-hand (widest) side of a standard Navy 9 1/2 x 12" folder with a two-prong metal fastener at the top. With the empty folder closed, print the applicant's last name, first name and initial in large letters on the left-hand half of the protruding right-hand side of the folder. (Do not use folders with tabs--the extended side should be length of folder.) Punch two holes through top right-hand side of folder and entire application and attach with two-prong metal fastener. Ensure printed name remains visible when application is attached and folder is closed.

(2) CO's endorsement and interview appraisal sheets will have two holes punched at top and placed on top of the application with metal fastener inserted.

b. Applicants are responsible for submission of their applications. Each document required in the application presents information which is weighed by the selection board to arrive at a final board score. Missing or incomplete documents will penalize the applicant. Therefore, it is incumbent upon applicants to carefully read each of the following subparagraphs to ensure the correct and complete documents are submitted. Applications must include the following documents in the order indicated:

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(1) Application letter per enclosure (2).

(2) Application for Enlisted Commissioning Program, OPNAV 1530/3. The applicant must ensure that this form is complete **(all blocks should have an entry, even if only "N/A")**, accurate, signed and dated. (GCT/ARI combined score blocks are to be "N/A.") The "CIVILIAN VIOLATIONS" section has no time limits and **all violations must be listed**. If applicant lists a previous officer accession program, explain in detail reason for withdrawal. The applicant's current (within 6 months) photograph must be attached. The photograph is to be approximately 4" wide x 5" high, full-length three-quarter view, uncovered with left shoulder forward, against a contrasting background. Uniform will be dungarees (short or long sleeves) for E-6 and below and khaki for E-7 and above. The construction utility uniform is **not** acceptable for application photos **except for the ECP-CEC Option**. The applicant's name and the date the photograph was taken must appear in the photograph.

(3) Complete physical examination for training program leading to a commission in the URL taken after 30 November 1997. Must include a Report of Medical Examination (SF-88) and Report of Medical History (SF-93), original and one copy of each. The applicant must ensure that both documents are completed and signed by the attending physician, with the applicable notation in Block 46, SF-88 which must state whether physically qualified for commissioning in the URL or CEC. AECP candidates must fulfill the requirements of flight physical examinations for Student Naval Aviator, specifically including cycloplegic eye refractions. AECP candidates are advised to avoid noise hazard areas for a minimum of 1 week prior to the audiometer testing. Chief, Bureau of Medicine and Surgery (BUMED) is the final medical authority regarding physical qualification for the URL and requires the SF-88 to include:

(a) Results of a current chest xray if there is a history of pulmonary disease or of smoking.

(b) Results of a current EKG.

(c) Height and weight (Blocks 20 and 21), or a determination of body fat percentage if member exceeds height/weight standards.

(d) An eye refraction (Block 29) for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20, or include an explanation why it is not.

(e) A Farnsworth Lantern test (no exceptions) must be administered to determine color vision (Block 33). Defective color vision is disqualifying for the URL. No waivers will be considered. Defective color vision does not disqualify for ECP-CEC.



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(f) Intraocular Tension (Block 38) must be completed.

(g) All female applicants must have pap and HCG test results documented.

(h) Regardless of date of physical exam, selectees/ alternates will be required to have an HIV test dated on or after 1 July 1998 with results listed.

(4) Certified copies of academic transcripts from each secondary (High) school, technical school, and college attended. Highlight H.S. GPA and class standing. Do not submit transcripts in sealed envelopes. (All transcripts and documents printed sideways are to be facing same direction within application folder.) A transcript combining credits from several schools is not sufficient. Transcripts must be legible and not altered in any way. Failure to disclose all academic records will result in disqualification. Final grade reports for courses in which the applicant is enrolled at the time of application will be accepted by mail or electronic facsimile (FAX) transmission up until 25 November 1998, if the application package was received by 1 November. The CNET FAX number for ECP and AECP is DSN 922-2486 or commercial (850) 452-2486. For NECP, the FAX number is DSN 227-7106 or commercial (703) 697-7106. The ECP-CEC FAX number is DSN 225-7639 or commercial (703) 695-7639. Application packages will not be accepted by FAX.

(5) Certified copy of SAT or ACT scores from a test taken after 1 January 1996. As it takes 4 to 6 weeks to obtain test results, early registration and testing are essential. To ensure eligibility for the FY99 ECP, tests should be taken no later than the first week of October 1998. It is the applicant's responsibility to ensure that a certified copy of test results is included in the application package or is released directly from the testing agency by marking Release Code 0493 on the test registration form. For any previous testing, scores may be released from the testing agency by using an additional score release request form and indicating Release Code 0493. Applicant is responsible for ensuring CNET receives the scores.

(6) A personally handwritten and signed statement presenting reasons for desiring ECP participation and the applicant's professional/vocational intentions in a specific designator of the URL of the U.S. Navy. Comprehension of and motivation for a selected designator(s) of the URL are of significance to the selection board. Naming a staff corps or Restricted Line category or designator will result in disqualification. Limit this statement to one page.

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(7) Proof of U.S. citizenship: a certified copy of applicant's birth certificate, a Verification of Birth Form (DD-372), or the CO's certification of applicant's citizenship as personally sighted on the applicant's original naturalization papers. Do not send originals.

(8) Certified copy of each Navy Occupation/Training and Awards History, page 4, of the Enlisted Service Record since initial enlistment. Performance at Navy schools, promotion history, Personnel Qualification Standards, and awards are weighed by the selection board. It is your responsibility to ensure all awards are entered on page 4.

(9) Certified copy of History of Duty Assignments, page 5, of the Enlisted Service Record. Submit all page 5's so the selection board can consider all experience. Prior enlistment page 5's can be obtained from BUPERS (Pers-312).

(10) Certified copy of each Enlisted Performance Record, page 9, of the Enlisted Service Record (if still available).

(11) Certified copies of the last four enlisted evaluations, excluding "not observed" evaluations.

(12) Certified copies of OPNAV 6110/2, Risk Factor/Screening/PRT Results, Sections A-F showing last three Physical Readiness Test scores, including adjective grades and numerical scores. Ensure block #7 of Section C is legible.

(13) Any additional documents the applicant desires to include. Examples of helpful documents: Award citations, letters of recommendation/appreciation. Examples of irrelevant documents: Letters from senators/congressmen/VIPs who obviously are not acquainted with the applicant.

c. The single most important consideration by the selection board is the CO's endorsement. Due to the value accorded this endorsement, CO's should personally read the entirety of this subparagraph. Upon receipt of an application, the CO will:

(1) Appoint a board of three Navy officers (lieutenant (0-3) or above, URL) to interview and evaluate each applicant. All board members shall read this OPNAVNOTE, especially paragraphs 5a(5) and 5g, prior to conducting the interview. Each board member must complete an Interviewer's Appraisal Sheet, NAVCRUIT 1100/13, including the interviewer's opinion concerning the applicant's motivation and potential for a career as a naval officer, aptitude for advanced academic study, and personal maturity. As most applicants for ECP are top performers the comments sections carry great weight with the selection board. Although not stated on the form, Board members shall annotate their rank, designator, and JOB TITLE on their respective appraisal sheets.

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NOTE: ECP is an URL program. URL Officers should interview these applicants. Limited Duty Officers (LDO), Staff Corps, and Restricted Line officers are not to be used as interviewers. (Exception: CEC applicants should have at least one CEC officer on the board. It is acceptable for all three board members to be CEC officers, but it is not required. CEC LDOs may also serve as board members.)

(2) Personally interview each applicant.

(3) Provide an endorsement to the applicant's letter, preferably no more than one page in length. In the endorsement, the CO should:

(a) Make a recommendation. The CO must favorably recommend only those members who have demonstrated the potential and motivation for sustained outstanding performance as an officer and the academic ability to complete a demanding college curriculum. Specific accomplishments/contributions/demonstrated leadership in bullet phrases are desired.

In the event of multiple applicants, the CO must rank them (e.g., 1 of 3). If the applicant is not recommended, state so and the reason therefore.

(b) Address any waivers that have been requested by the applicant. Only waivers for "time in service" and "grade point average" eligibility requirements will be considered. The waivers must have been requested by the applicant in application letter. Examples of waivers that will not be considered: applicant cannot be commissioned prior to the program age limit; applicant has earned insufficient traditional college credits; applicant possesses baccalaureate degree; applicant's color vision is deficient (ECP-CEC excepted).

(c) Provide, as enclosures, the board's completed, typed, and signed Interviewer's Appraisal Sheets. An appraisal sheet is not complete unless it has rank, designator, and job title of the appraiser. NOTE: Designator is NOT job title.

(d) Provide in the endorsement a compelling reason if the application will not reach the appropriate agency by the 1 November 1998 deadline. Without a compelling reason, applications received after 1 November 1998 will be disqualified.

(4) Forward the ECP or AECP application to:

CHIEF OF NAVAL EDUCATION AND TRAINING  
CNET OTE5/ECP  
250 DALLAS STREET  
PENSACOLA FL 32508-5220

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NOTE: NECP and ECP-CEC Option applicants should forward applications to the appropriate program manager as specified in paragraphs 2e(1) and (2), respectively.

5. General Information

a. Most common errors found in applications are:

(1) Applications are mailed after the application deadlines without CO's explanation. The deadline will be enforced. This is a disqualifier.

(2) Incomplete Physical Examinations. Most prevalent missing items: Current pelvic, pap, HCG for females; chest XRay, EKG, CBC, IOT, HIV after 1 July 1998; Block 46 does not specify Unrestricted Line.

(3) Sections left blank on OPNAV 1530/3 or unsigned.

(4) Applicant took SAT/ACT tests too late for the scores to arrive at CNET in time for the selection board. This is a disqualifier.

(5) Interview Sheets do not indicate designator and/or job title of the interviewer. (Type job title in margin or above name. It is not printed on form.) LDO/Warrant Officer erroneously used as interviewers for this URL Program.

(6) Handwritten statement does not state professional/vocational/designator intentions of member (his/her goals as an URL Officer), or states Staff Corps or Restricted Line category. This is a disqualifier.

(7) Insufficient college credit. Pass/fail and "sat" courses do not count. Ensure quarter hours are converted to semester hours.

b. Selections will be made in December 1998; results will be announced by message by January 1999. Applicants are responsible for the completeness of the application and must adhere strictly to the application procedures. Applications received after the 1 November 1998 deadline, incomplete applications, or out-of-date information will jeopardize applicant eligibility. Receipt of applicant packages will be acknowledged by mail.

c. Each applicant is directed to keep CNET (OTE5/ECP) advised by mail or FAX of any change in address or telephone number from those provided in the application package, and of any change in physical status at any time. The FAX number is DSN 922-2486 or commercial (850) 452-2486.

d. Applicants should make advance applications to the NROTC host universities of their choice if university application deadlines are prior to 1 February 1999. This includes all

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schools in the California State system. (San Diego State has a 1 November deadline and will not grant exceptions.) University application deadlines are subject to change. Applicants should ascertain application deadlines at their choices of universities. Acceptance by an NROTC university does not guarantee assignment to that university. A college placement board will be convened immediately following the selection board. Assignment to a university will be based upon your desires, your academic performance, PCS funds, and NROTC unit capacity. Assignment to other than a selectee's first choice university may be made if considered in the best interest of the Navy or the selectee. College assignments will be sent to selectees and alternates in their notification letter. It is the selectee/alternate's responsibility to obtain applications and to apply and to gain admission to the university assigned.

e. Application materials of selectees will be retained and become part of the ECP selectee's academic file. Non-selectees' applications will not be returned to the applicants. Applicants should ensure they retain a complete copy of their package and that original documents are not submitted if not required by this notice.

f. Commissioning age restrictions apply for specific communities as specified in reference (f). The restrictions do not affect ECP eligibility. The restrictions are applicable only when applying for a designator just prior to commissioning and are subject to change at any time.

g. The command interview board is a significant factor in the selection of candidates. Noncommittal comments or comments that are not consistent with evaluation or career potential marks may have an adverse effect on the applicant's selection. The Interviewer's Appraisal Sheet (NAVCRUIT 1100/13) must reflect the candidate's characteristics accurately and impartially to indicate potential as a commissioned officer and motivation toward a career in the Navy. A minimum of three appraisal sheets is required for each application. Rank, designator, and job titles of interviewers are required. As there is no specific block for job titles, these may be placed anywhere in the signature area.

h. All basic ECP and AECP students must successfully complete the Naval Science requirements specified in reference (h) prior to commissioning.

6. Transfer Policy. Candidates for the ECP who receive PCS orders on or after the ECP application deadline should not be transferred until officially notified of selection or non-selection to the ECP. If a transfer directive is received, the CO shall notify the orders originating authority that the individual has applied for the ECP and that orders (cite TC number) are being held in abeyance until notification of selection or nonselection is received. If the applicant is selected, the CO shall notify the orders-originating authority that the individual

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has been selected and that the orders are considered canceled. If the applicant is not selected for the ECP, the command should transfer the individual and notify the orders originating authority that the orders have been complied with, referencing the previous correspondence which held the orders in abeyance.

## 7. Service Obligation

a. Upon receipt of PCS orders to ECP, each selectee will be required to acquire a 6-year active service obligation by extending or reenlisting. Selectees are authorized, by reference (a), to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Upon execution of an extension, the following entry shall be made on Page 1A of the service record:

"Reason for Extension: Training (ECP). I understand that upon admission to a university under this program, this extension becomes binding and may not thereafter be canceled except as provided in the MILPERSMAN."

b. An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs, including ECP. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

c. If disenrolled from the ECP, the minimum active service requirement is the time remaining on the member's 6-year obligation.

d. Upon commissioning, 4 years of active commissioned service are required of basic ECP and ECP-CEC option graduates. NECP candidates incur a 5-year active duty obligation upon commissioning. AECP active commissioned service will be determined by the type of aviation training pipeline for which selected. Applicants selected directly from the Enlisted Education Advancement Program (EEAP) incur a 6-year active duty obligation upon commissioning.

8. Action. CO's shall ensure wide dissemination of information regarding the ECP, and should identify and encourage all qualified personnel to apply.

## 9. Forms

a. The following forms are available in the Navy Supply System and may be requisitioned per CD ROM NAVSUP P600 (NLL):

OPNAV 1530/3 (Rev. 8-88), Enlisted Commissioning Program, S/N 0107-LF-005-2400, and

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NAVCRUIT 1100/13 (Rev. 3-81), Interviewer's Appraisal Sheet, S/N 0114-LF-011-0065.

b. The following forms are available from the General Services Administration:

SF-88 (Rev. 3-94), Report of Medical Examination, NSN 7540-00-634-4038, and

SF-93 (Rev. 10-88), Report of Medical History, NSN 7540-00-181-8368.

c. Sample forms will not be enclosed in this notice in future years. Commands must requisition and stock these forms.

*P. A. Tracey*  
P. A. TRACEY

**Director of Naval Training**

Distribution  
SNDL Parts 1 and 2

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LIST OF NROTC HOST UNIVERSITIES BY STATE

|                      |  |
|----------------------|--|
| ALABAMA              | AUBURN UNIVERSITY  |
| ARIZONA              | UNIVERSITY OF ARIZONA  |
| CALIFORNIA           | UNIVERSITY OF CALIFORNIA AT<br>BERKELEY<br>UNIVERSITY OF CALIFORNIA AT<br>LOS ANGELES<br>UNIVERSITY OF SOUTHERN<br>CALIFORNIA<br>UNIVERSITY OF SAN DIEGO<br>SAN DIEGO STATE UNIVERSITY |
| COLORADO             | UNIVERSITY OF COLORADO   |
| DISTRICT OF COLUMBIA | GEORGE WASHINGTON UNIVERSITY   |
| FLORIDA              | FLORIDA A&M UNIVERSITY<br>JACKSONVILLE UNIVERSITY<br>UNIVERSITY OF FLORIDA   |
| GEORGIA              | GEORGIA INSTITUTE OF TECHNOLOGY<br>SAVANNAH STATE COLLEGE<br>MOREHOUSE COLLEGE   |
| IDAHO                | UNIVERSITY OF IDAHO  |
| ILLINOIS             | ILLINOIS INSTITUTE OF TECHNOLOGY<br>NORTHWESTERN UNIVERSITY<br>UNIVERSITY OF ILLINOIS  |
| INDIANA              | PURDUE UNIVERSITY<br>UNIVERSITY OF NOTRE DAME  |
| IOWA                 | IOWA STATE UNIVERSITY  |
| KANSAS               | UNIVERSITY OF KANSAS   |
| LOUISIANA            | SOUTHERN UNIVERSITY AND A&M<br>COLLEGE<br>TULANE UNIVERSITY  |
| MAINE                | MAINE MARITIME ACADEMY   |
| MASSACHUSETTS        | BOSTON UNIVERSITY<br>COLLEGE OF THE HOLY CROSS<br>MASSACHUSETTS INSTITUTE OF<br>TECHNOLOGY   |



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|                |   |
|----------------|---|
| MICHIGAN       | UNIVERSITY OF MICHIGAN  |
| MINNESOTA      | UNIVERSITY OF MINNESOTA   |
| MISSISSIPPI    | UNIVERSITY OF MISSISSIPPI   |
| MISSOURI       | UNIVERSITY OF MISSOURI  |
| NEBRASKA       | UNIVERSITY OF NEBRASKA  |
| NEW MEXICO     | UNIVERSITY OF NEW MEXICO  |
| NEW YORK       | CORNELL UNIVERSITY<br>STATE UNIVERSITY OF NEW YORK MARITIME<br>COLLEGE<br>RENSSELAER POLYTECHNIC INSTITUTE<br>UNIVERSITY OF ROCHESTER |
| NORTH CAROLINA | DUKE UNIVERSITY<br>NORTH CAROLINA STATE UNIVERSITY<br>UNIVERSITY OF NORTH CAROLINA  |
| OHIO           | MIAMI UNIVERSITY<br>OHIO STATE UNIVERSITY   |
| OKLAHOMA       | UNIVERSITY OF OKLAHOMA  |
| OREGON         | OREGON STATE UNIVERSITY   |
| PENNSYLVANIA   | CARNEGIE MELLON UNIVERSITY<br>PENNSYLVANIA STATE UNIVERSITY<br>UNIVERSITY OF PENNSYLVANIA<br>VILLANOVA UNIVERSITY                     |
| SOUTH CAROLINA | THE CITADEL<br>UNIVERSITY OF SOUTH CAROLINA   |
| TENNESSEE      | UNIVERSITY OF MEMPHIS<br>VANDERBILT UNIVERSITY  |
| TEXAS          | PRAIRIE VIEW A&M UNIVERSITY<br>RICE UNIVERSITY<br>TEXAS A&M UNIVERSITY<br>UNIVERSITY OF TEXAS   |
| UTAH           | UNIVERSITY OF UTAH  |
| VERMONT        | NORWICH UNIVERSITY  |

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VIRGINIA

HAMPTON UNIVERSITY  
NORFOLK STATE UNIVERSITY  
OLD DOMINION UNIVERSITY  
UNIVERSITY OF VIRGINIA  
VIRGINIA MILITARY INSTITUTE  
VIRGINIA POLYTECHNIC INSTITUTE

WASHINGTON

UNIVERSITY OF WASHINGTON

WISCONSIN

MARQUETTE UNIVERSITY  
UNIVERSITY OF WISCONSIN

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## SAMPLE ECP APPLICATION LETTER

FOR OFFICIAL USE ONLY

SSIC

Date

From: (Rate) (Name-First, Middle, Last), USN, (Social Security Number)  
To: Chief of Naval Education and Training (OTE5/ECP) (or as appropriate)  
Via: Commanding Officer, \_\_\_\_\_ (Full mailing address)  
Subj: APPLICATION FOR THE FY99 ENLISTED COMMISSIONING PROGRAM (specify ECP, AECP, NECP, or ECP-CEC)  
Ref: (a) OPNAVNOTE 1530 (FY99 Enlisted Commissioning Program)  
Encl: (1) Application for Enlisted Commissioning Program (OPNAV 1530/3)  
(2) Report of Medical Examination (SF-88) (original and 1 certified copy)  
(3) Report of Medical History (SF-93) (original and 1 certified copy)  
(4) Academic Transcripts (all high schools, technical schools, and colleges attended)  
(5) Certified copy of SAT or ACT results, or notation specifying the date test was taken and where  
(6) Personally handwritten and signed one-page statement  
(7) Birth Certificate (certified copy) or other proof of citizenship (Do Not send original)  
(8) Navy Occupation/Training and Awards History, page 4 (certified copies)  
(9) History of Duty Assignments, page 5 (certified copies)  
(10) Enlisted Performance Record, page 9 (certified copies) (If applicable)  
(11) Last four Enlisted Evaluations (certified copies)  
(12) Last three Physical Readiness Tests (certified copies)  
(13) Any additional documents the applicant desires to include

1. I am applying for the FY99 (specify ECP, AECP, NECP, or ECP-CEC). Enclosures (1) through (13) are forwarded as required by reference (a).

2. My choices of NROTC host universities in order of preference are:

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

3rd choice: \_\_\_\_\_

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Enclosure (2)

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3. My degree objective is: Technical \_\_\_\_ or Non-Technical \_\_\_\_
- a. Indicate type major or field of study desired
- b. Indicate alternate major or field of study
4. My designator objective in the Unrestricted Line is: \_\_\_\_
- a. Indicate four digit designator from page VI of NAVPERS 15018 (Register of Commissioned and Warrant Officers on Active Duty). **NOTE: URLs are only 111X through 139X.**
- b. Indicate alternate URL designator: \_\_\_\_
5. The following pertinent information is provided:
- a. My birth date is: \_\_\_\_.
- b. My Active Duty Base Date is: \_\_\_\_.
- c. Race/Ethnic background: (Black, Caucasian, Hispanic, Asian/Pacific Islander, Native American, or other (may specify other if desired))
- d. Projected rotation date: \_\_\_\_
- e. Marital status: \_\_\_\_; number of dependents: (include wife/husband even if military).
- f. I am/am not currently enrolled in the Enlisted Education Advancement Program (EEAP).
- g. State of legal residence: \_\_\_\_
- h. Telephone: DSN \_\_\_\_ Commercial: ( ) \_\_\_\_  
Home: ( ) \_\_\_\_
6. (Only if applicable) It is requested that a waiver be granted for (indicate Grade Point Average or Time-in-Service waiver only and provide justification).

(Signature of Applicant)

Type complete command address  
including codes or divisions  
of command where you will  
receive mail after December.

Type command short title

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## For Your INFORMATION

### HERE'S YOUR OPPORTUNITY FOR A COMMISSION

The Enlisted Commissioning Program (ECP) is an undergraduate education program which provides an opportunity for outstanding career motivated active duty enlisted personnel to complete their baccalaureate degree and earn a commission in the U.S. Navy.

Selectees attend an NROTC host university on a full-time basis while receiving full pay and allowances for their enlisted pay grade. Upon graduation with a baccalaureate degree, basic ECP candidates will be commissioned Unrestricted Line ensigns. Nuclear Option and CEC Option candidates will attend OCS after graduation and be commissioned upon completion of this program. A new feature of the program, the Aviation Option, is available to enlisted personnel who will be commissioned as Student Naval Aviators with a rank of Ensign upon graduation.

Interested personnel must submit their applications to Chief of Naval Education and Training (OTE5/ECP) or the applicable Nuclear or CEC program manager before 1 November 1998. The ECP Selection Board will meet in December 1998 to consider applicants who meet the requirements delineated in OPNAVNOTE 1530.

REGISTER FOR THE SCHOLASTIC APTITUDE TEST (SAT)  
OR AMERICAN COLLEGE TESTING (ACT) PROGRAM NOW.

FOR DETAILS  
SEE YOUR CAREER COUNSELOR AND  
OPNAVNOTE 1530  
OF  
01 JUN 1998

DISPLAY ON BULLETIN BOARD AND PUBLISH AS APPROPRIATE, THEN DESTROY.  
INCLUSION IN THE PLAN OF THE DAY IS RECOMMENDED. USE OF THIS INFORMATION BY NAVY BROADCASTING SERVICE/AFRT OUTLETS ASHORE AND BY SITE TELEVISION OPERATORS AFLOAT IS STRONGLY ENCOURAGED.

Enclosure (3)